

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk - Replacement
LOCATION: 7th District Court - Moab (Grand County)
STEP RANGE/SALARY: **28-40/\$9.69 hr. (entry) based on qualifications**
26/\$9.18 hr. with less than minimum qualifications
TYPE OF POSITION: Full-time, with benefits
CLOSING DATE: **December 12, 2003, at 5:00 p.m.**

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
Administrative Office of the Courts
P O Box 140241, 450 S State Street
SLC UT 84114-0241
(801) 578-3804 or (801) 578-3890
(801) 238-7814 (fax)

DUTIES:

Under close supervision, performs legal work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Maintaining jury rolls and performing other related jury duties
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required.

APPLICATION INFORMATION: Applications may be obtained from Utah Dept of Workforces Services, online at <http://www.utcourts.gov/admin/jobs> or from the Administrative Office of the Courts, 450 S State St., PO Box 140241, SLC, UT 84114-0241. Phone: (801) 578-3804 or 578-3890. ***Applicants must submit verification of typing speed at 40 wpm from Dept. of Workforce Services.***

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.